

# CITY OF MILWAUKIE

## CLASSIFICATION: COMMUNITY DEVELOPMENT DIRECTOR

Department: Community Development  
Location: Johnson Creek Blvd.  
Category: 1-Officials & Administrators

Grade Number: (4.0)

FLSA: Exempt  
Management, Supervisory Confidential Group EEO

### DESCRIPTION:

Plans, directs and administers all activities related to community development involving public infrastructure improvements; such as building inspection, engineering and land use planning, economic development, urban redevelopment, parks and sustainability initiatives and other related operations. Develops, implements, and administers programs and policies to ensure effective development of public and private properties, and foster positive relationships with the community and regional agencies. Able to lead the City in regional activities related to community development, with an emphasis on securing transportation funding from Federal, State and regional sources.

This position works under the general supervision of the City Manager. As a member of the Department Director team, this position has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for Community Development.

### DUTIES AND RESPONSIBILITIES:

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to the development of the city through the Planning Director, Engineering Director, and Building Official. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Develops, implements and administers programs and policies to ensure effective development of public and private properties and foster positive relationships with the development community in compliance with City standards, federal, state, regional, and local laws.
5. Acts as liaison between Community Development, the community and other public agencies; confers with citizens, community groups, civic organizations and the press.
6. Serves as a member of regional task forces and committees composed of City, County, State, regional, Federal and/or private groups.
7. Assures that citizen and other inquiries and complaints relating to departmental activity are investigated and resolved quickly and courteously.
8. Seeks ways to deliver public services more effectively and efficiently; seeks grants and other funding sources to finance public services and programs.
9. Provides staff support to various boards, commissions, and neighborhood groups, as needed and assigned. Monitors inter-governmental decisions and legislative issues affecting department operations and takes appropriate action.
10. Maintains positive public relations with customers and is responsive to customer needs.

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11. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
12. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

**1. Job Preparation:**

**a) Education:**

- i) Bachelors degree from an accredited college or university with a degree in public administration, planning, business administration; or
- ii) Any equivalent combination of education and experience.

**2. Prior Experience:**

**a) Work Experience:**

- i) At least five (5) years of management experience in closely related field. desirable to have state or local government experience; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of management and supervisory practices and principles.
- ii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- iii) Thorough knowledge of City, State and Federal laws pertaining to the area of responsibility; community involvement, public review processes and practices.
- iv) Working knowledge of the operations of the subordinate functions of Community Development.
- v) Knowledge of Federal and regional transportation funding processes.
- vi) Knowledge of community involvement methods and practices.
- vii) Knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect Community Development.
- viii) Skill to effectively supervise and motivate staff.
- ix) Ability to develop goals and long range planning for department.
- x) Ability to manage multiple projects often within tight timeframes.
- xi) Ability to develop and oversee large budget.
- xii) Ability to make effective presentations.
- xiii) Ability to manage and evaluate the work of subordinates.
- xiv) Ability to analyze and evaluate departmental operations and develop and implement plans to increase or improve departmental efficiency.
- xv) Ability to prepare and analyze comprehensive and technical reports.
- xvi) Ability to establish and maintain effective working relationships.
- xvii) Ability to work as a team member and to cultivate a team climate.
- xviii) Ability to perform the essential functions of the job.

**3. Special Requirements:**

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver's License.
- b) Must be able to pass the department's security clearance standards including review of driving record.

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4. **Tools and Equipment Used:**
  - a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base.
5. **Supervision:**
  - a) Exercises supervision over all department/division staff, either directly or through subordinates. Responsible for the performance of employees comprised of Engineering, Planning, Building and Administrative Staff.
  - b) Operates under the general direction and supervision of the City Manager.
6. **Communications:**
  - a) Has frequent contact with staff, vendors, members of other government entities and elected officials.
  - b) The communications are often complex and may be confidential.
7. **Cognitive Functions:**
  - a) Work is performed highly independently with little direction. Some policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
  - b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.
8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

  - a) Work is performed mostly in office setting.
  - b) Some outdoor work is required to obtain perspective of various land use developments, City geography, or facilities.
  - c) evening meetings are required.
  - d) Responds any hours to emergency situations.
9. **Resource Accountability:**
  - a) This classification has budgetary authority and is accountable for control of capital assets.
  - b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 10/29/01  
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